



FIELD INTERVIEWS

FC No.: 625
Date: 01-28-16

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Policy

- A. It is the policy of the department to utilize the Field Interview Report as a tool to gather information on suspicious subjects and/or situations. The **report** is appropriately used when circumstances may indicate the possibility of criminal activity **or suspicious behavior**. Field interview information is intended for use in conjunction with other types of information for the purpose of developing leads on crime patterns, criminal activity, **or homeland security suspicious activity**. **The field interview report does not take the place of police incident reports when required.**
- B. Interviews will be conducted in a professional manner with due regard given to minimizing any potential adverse reaction by citizens who are interviewed. **Field interviews may be conducted through consensual encounters or through legally allowable stops of persons or vehicles. As always, the civil rights and liberties of persons will be respected during these encounters.**
- C. **The Maryland State Police ETIX Field Interview module is part of a statewide system that shares information with all users of the system. This is consistent with modern information sharing programs to enhance law enforcement capabilities. Attention to detail to ensure data quality and supervisory review are instrumental to the success of this program.**
- D. **The Maryland State Police ETIX Field Interview module will be the department's only field interview program. Officers will not capture or maintain field interview data in commercial applications such as "Field Contact" or unit level databases.**

II. Procedures

- A. Although not limited to the following situations, field interviews generally may be conducted under the following circumstances:
 - 1. Documenting circumstances when officers find subjects in situations that are suspicious by time of day, location, behavior, etc., but no probable cause for arrest exists.
 - 2. Recording information on subjects who were in the company of persons who were arrested but no probable cause to arrest existed for those subjects.
 - 3. Recording information on young juveniles for very minor offenses when no arrest is thought appropriate by the investigating officer.
 - 4. Documenting circumstances to include subjects and/or vehicles when a crime has occurred but no probable cause for arrest exists.

- B. *Field interview reports will not be completed for arrests or where the information is otherwise captured in the department's records management system.*
- C. Recording the Field Contact
1. Field interviews and interrogations conducted by officers will be recorded *in the Maryland State Police "ETIX Field Interview" system. Officers must be trained in the use of the ETIX Field Interview system before being allowed to use the system for this purpose. Officers will complete the field interview report consistent with training.*
 2. The *report* will be filled out as completely as possible to include the *event* number, *if one was generated. Officers should emphasize capturing a high level of detail to include accurate personal and clothing descriptions, addresses, and phone numbers.* This makes the information more worthwhile to crime analysts and other officers. Any additional information which may prove to be helpful should be recorded in the *narrative portion of the report.*
 3. *Officers are reminded that the Maryland State Police ETIX system is a statewide shared data system. As such entries made in Montgomery County are viewable by other law enforcement personnel. Officers should not include any personal commentary and avoid the use of codes (2934, 0800 etc.) in the writing of their field interview report, as the context of the message will be unknown to readers outside of the county. All field interview reports will be written in a professional manner.*
 4. *Officers will utilize their department issued digital cameras to photograph persons, vehicles and items of interest related to the field interview, consistent with Function Code 626 (Investigative Photographs). Only photographs of subjects should be uploaded to the ETIX Field Interview system. Other related photos should be uploaded to the department's photo evidence system.*
 5. Officers *will* complete the field interview entry and *submit the report to their supervisor electronically. Officers are responsible for notifying their supervisor of a pending field interview report in need of approval. The supervisor will review the field interview for accuracy and will approve the field interview for final submission.* The District Crime Analyst will then *conduct* research on the field interview information and enter it into a database for analysis. The District Crime Analyst will be responsible for appropriate distribution.
 6. *During a time when the Maryland State Police ETIX system is down, officers will capture the field interview information manually and then enter the information no later than the officers next work day that the ETIX system is functioning. Field interview information obtained due to a specific crime trend should be communicated to the district crime analyst via email pending submission to the ETIX system.*

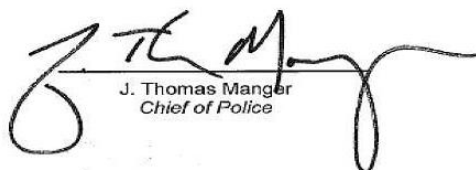
III. Maintenance of Records

- A. The information will be retained in the *Maryland State Police* database for at least five years. *As field interview data is a documentation of police contact and thus is a police record, the local copy of the field interview data will be maintained as deemed appropriate by the Director of the Information Management and Technology Division.*

IV. CALEA Standards: 1.2.3, 15.3.1, 82.1.3, 82.2.1, 82.2.2, 83.2.2

V. Proponent Unit: Crime Analysis Section

VI. Cancellation: *This directive cancels Function Code 625, effective date 03-02-04.*



J. Thomas Manger
Chief of Police